

Building Emergency Plan



Frank Melville, Jr. Memorial Library

Photos by KKrejci
Updated by JMadonia

BUILDING EMERGENCY PLAN

The purpose of this plan is to give Melville Library building occupants information and instructions meant to assist them in the event of a variety of emergencies. As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Emergency Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building
- When and how to evacuate the building
- Locations of fire extinguishers and fire alarm pull stations.
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities (such as fire warden)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. BUILDING INFORMATION

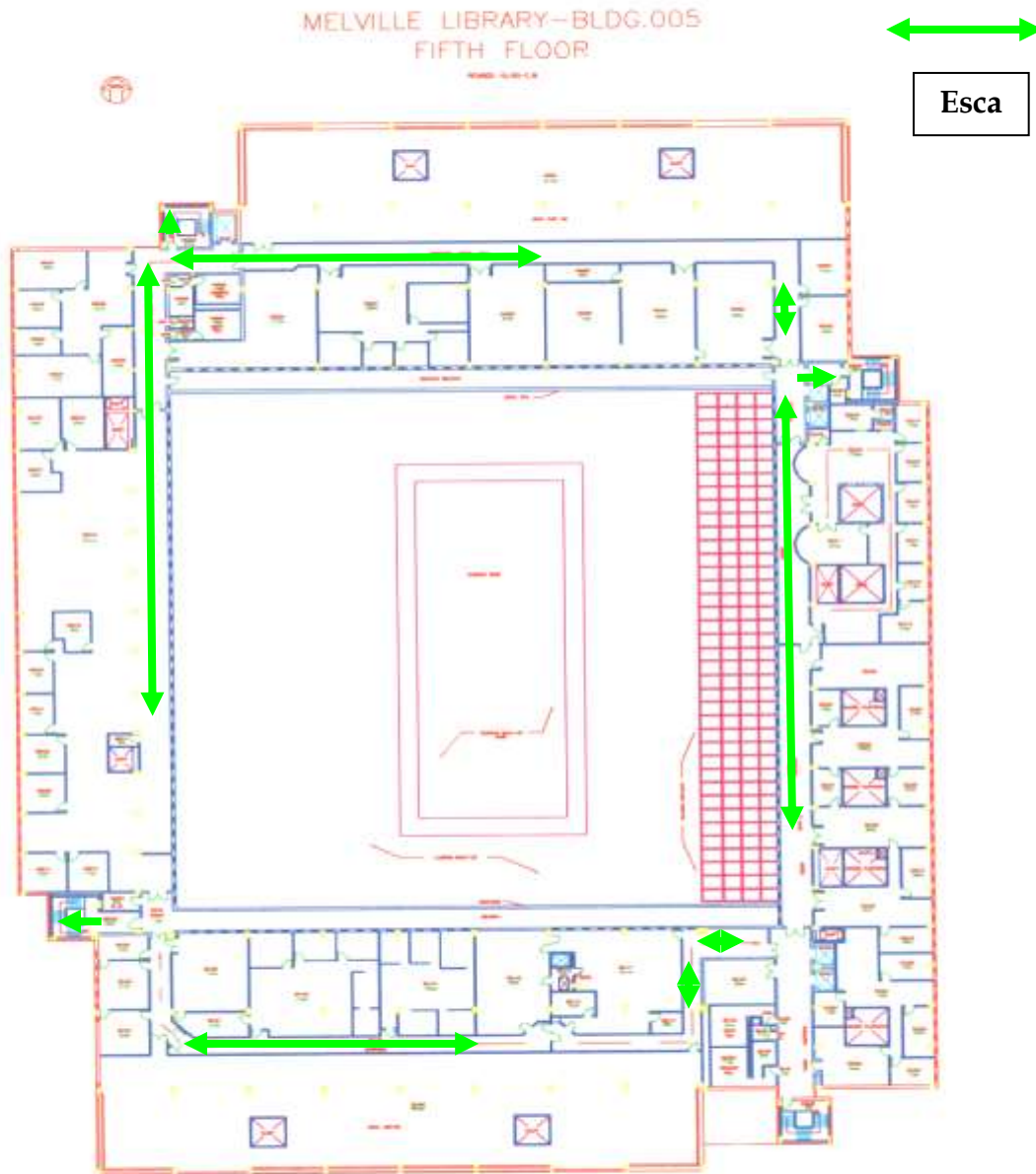
Building Name: **Frank Melville, Jr. Memorial Library**

Contacts	Name	Telephone #	E-Mail
Building Emergency Coordinator	John Madonia	631-632-9795 Cell 631-637-0433	john.madonia@stonybrook.edu
Alt. Building Emergency Coordinator	N/A		
Serving Building Manager (if different than above)	N/A		
Alt. Building Manager	N/A		

Description of Building:

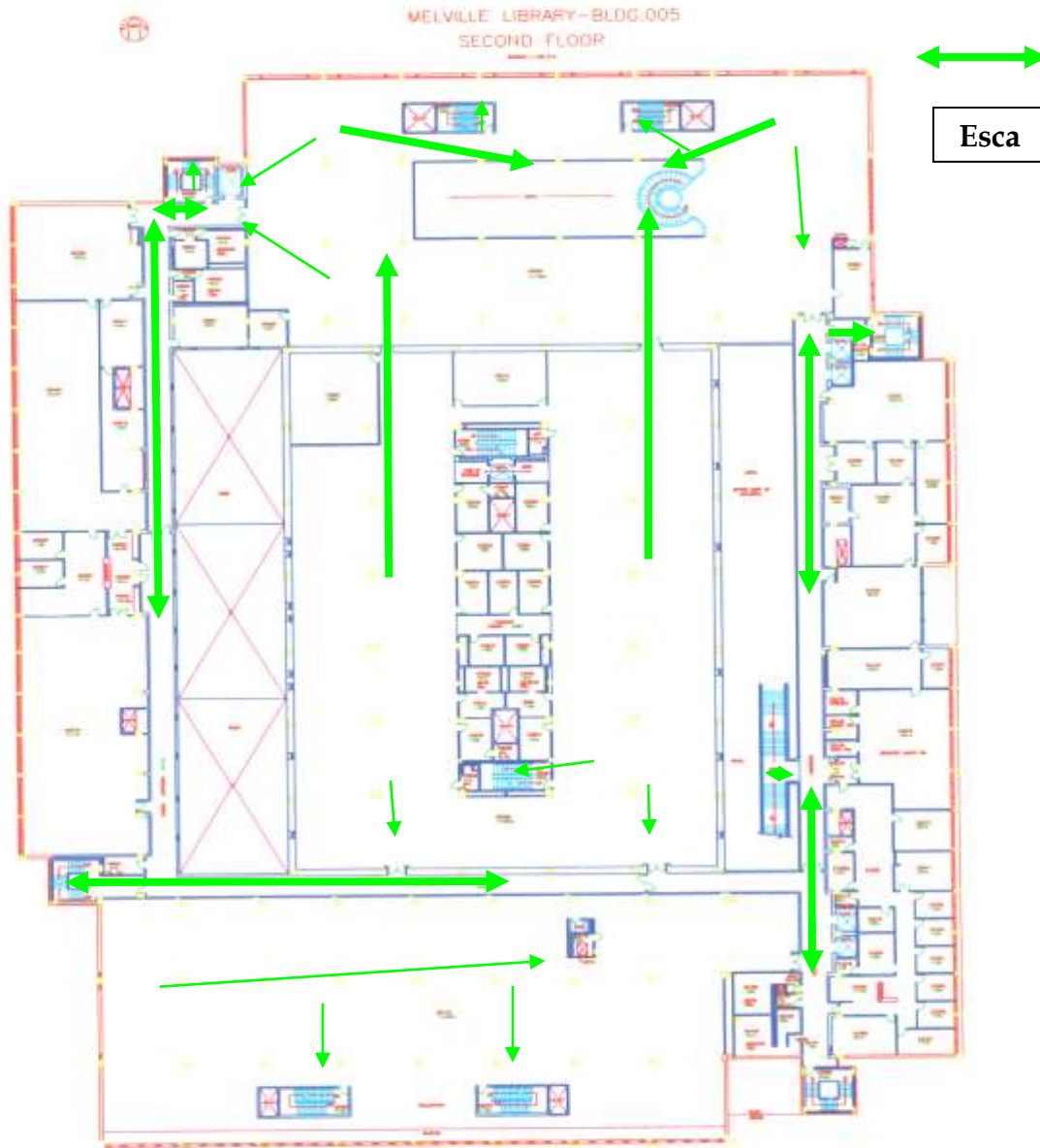
The Frank Melville, Jr. Memorial Library is a dual building complex comprised of a core five level component and a six level perimeter component. The entire edifice encompasses approximately 682,000 square feet of space. Fifty distinct administrative and academic departments currently populate it. Typical operations include: library services, teaching, academic advising, purchasing and accounts payable, research services, computer support, food service, printing service, campus bookstore, travel services, commuter lounge, art gallery, housekeeping and special events, thus providing the most comprehensive range of university services on the west campus. Its physical plant is comprised of five huge mechanical rooms for distribution of HVAC, seven elevators for accessibility, and a high voltage area that delivers electrical power to the entire complex.

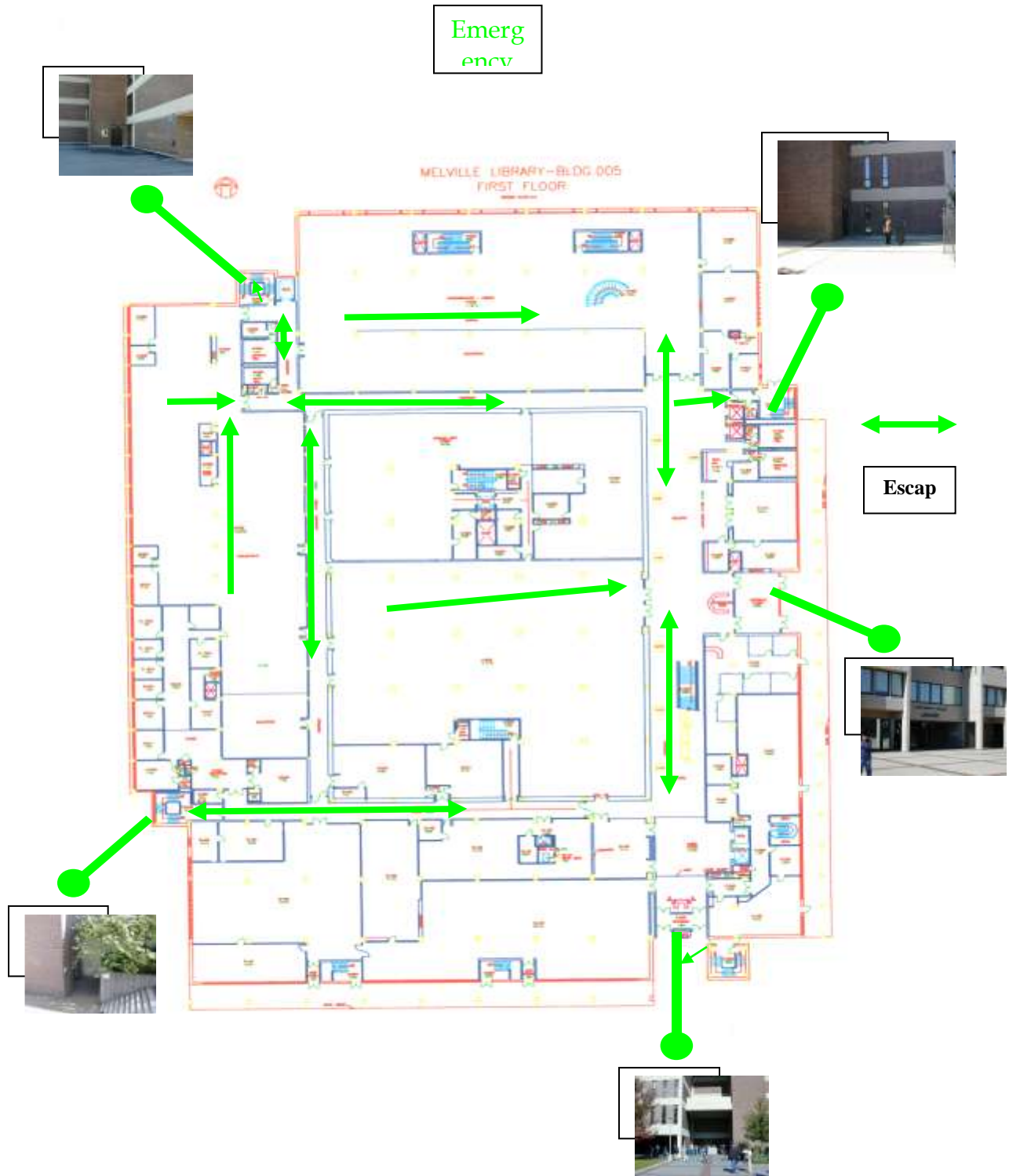
Floor Plans and Emergency/Evacuation Assembly Areas (EAA) next page

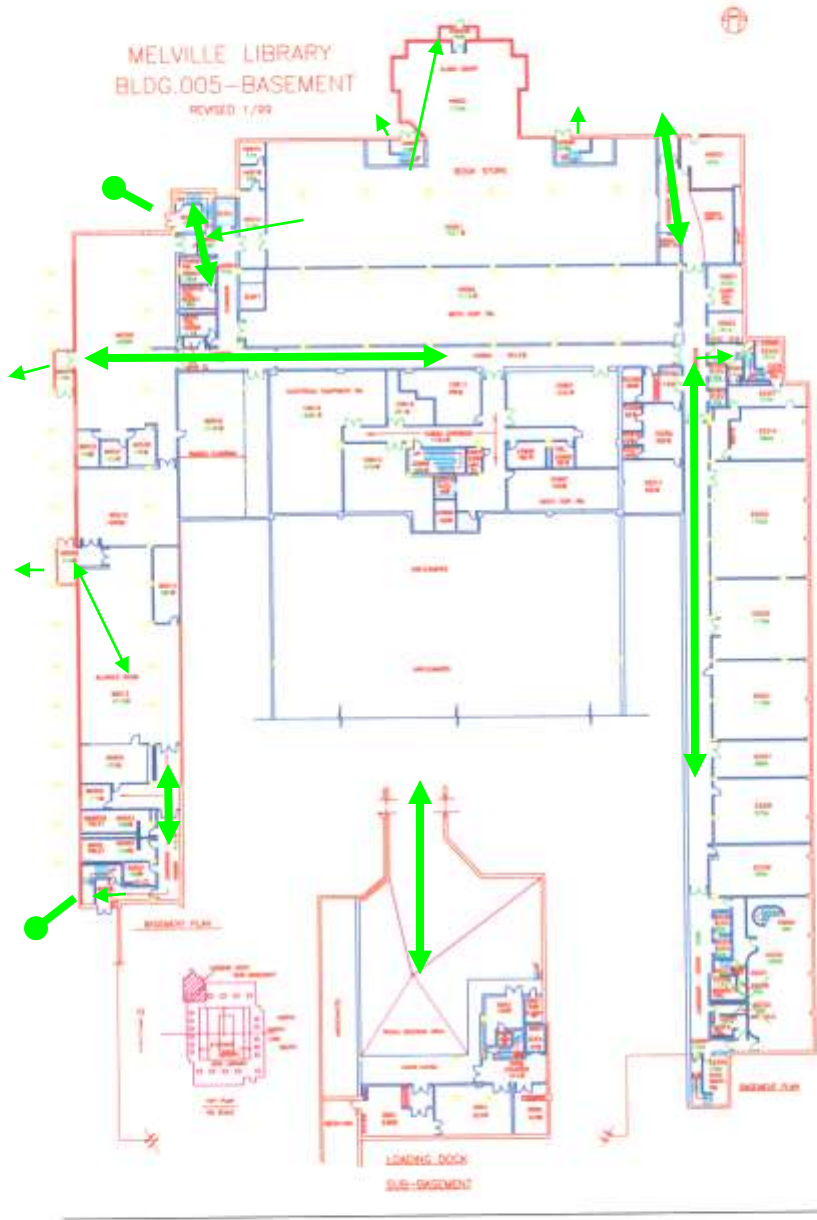












<i>Departments</i>	<i>Name of Department Head</i>	<i>Phone #</i>	<i>Room #</i>
<i>Fifth Floor</i>			
Center for India Studies	S.N. Sridhar	632-9742	E5450
Center for Korean Studies	Hongkyng Kim	632-7134	N5520
Client Support	Nakia Brown	632-9800	S5410
Application Support for Administration	Raymond Chan	632-3800	S5420
Grants Management	Sheila Routh	632-9038	W5510
Intensive English Center	Efie Spentzos	632-7031	E5320
International Programs Study Abroad	Wolf Schafer	632-7488	E5311
Language Learning and Research Center	Andrea Fedi	632-5491	N5004
Office of Economic Development	AnnMarie Scheidt	632-7006	S5421
Office of Technology Licensing and Industry Relations	Peter Donnelly	632-1632	N5002
Office of the Vice President of Research	David Conover	632-7932	S5422
Research Compliance and Informatics	Judy Matuck	632-9036	W5530
Sponsored Programs	Nancy Daneau	631-4402	W5510
United University Professions	Arthur Shertzer	632-8948	S5415
Visa and Immigration Services	Wolf Schafer	632-7488	E5310
<i>Fourth Floor</i>			
Center for Italian Studies	Mario Mignone	632-7444	E4340
European Languages, Literatures, and Cultures	Aaron Godfrey	632-7451	E4341
Professional Education Program	Dorit Kaufman	632-9483	N4064
School of Journalism	Howard Schneider	632-7403	N4004
<i>Third Floor</i>			
College of Arts and Sciences	Sacha Kopp	632-6999	E3320
EOP/AIM	Cheryl Hamilton	632-7090	W3520
Hispanic Languages and Literature	Kathleen Vernon	632-9688	N3022
Honors College	Jessica Clare	632-4378	N3071
Library Circulation Stacks/Inter Library Loan	Jennifer Devito	632-0771	S3417
Library Photocopy Service	Kenneth Doyle	632-7138	S3413
Office of Undergraduate Education	Rick Gatteau	632-1197	E3310
Student Orientation Programs	Regina Marshall	632-6710	W3519
<i>Second Floor</i>			
Academic Advising	Deb Serling	632-1197	E2360
Library Preservation	F. Jason Torre	632-7109	W2550
Library Technical Services	Daniel Kinney	632-7921	W2523
Special Collections	Kristen Nyitray	632-7119	E2321
<i>First Floor</i>			
Central Reading Room (CRR)	Janet Clarke	632-1217	C1600
The Faculty Center	Patricia Aceves	632-2786	S1460
International Academic Programs	Imin Kao	6327729	E1340
Library Administration	Constantia Constantinou	632-7100	W1508
Library Sinc Site	Charles Powell	632-1588	S1464
Music Library	Giselle Schierhorst	632-7079	W1530
Newsroom	Howard Schneider	632-7403	E1337
North Reading Room (NRR)	Robert Tolliver	632-1122	N1000
Teaching Learning Lab	Nancy Wozniak	632-1033	S1430
William and Jane Knapp Alumni Center	Matthew Colson	632-4932	E1315
<i>Basement</i>			



Melville Library Emergency Plan

3/16/2016

Career Development Center	Marianna Savoca	632-9586	W0550
Employee Assistance Program	Colleen Stanley	632-6085	E0305
UPS Store	Marc Szczurowski	632-1831	E0320
Melville Library Housekeeping	Joseph Martone	632-6679	E0305
Office of the Provost's Liaison	Deborah Difranco	632-9828	E0319
Sustainability Studies Program	Heidi Hutner	632-5360	W0521
University Bookstore (Barnes and Noble)	Will Giler	632-6551	N0001
UPS Store	Marc Szczurowski	632-1831	E0320

Sub-basement

Library Mail Service (Loading Dock)	Tara Grynne	632-7134	SB0003
-------------------------------------	-------------	----------	--------

MELVILLE SAFETY WARDENS

John Madonia/SW Coordinator
Amy Matkovitch
Anamaria Goncalves
Celeste Hessler
Christian Wood
Claire Foley
Cynthia Traub
Deborah Fosta
Don Lavelle
Edward Mcfadden
Efie Spentzos
Elba Orsland
F. Jason Torre
Hanne Tracy
Jennifer Schlitz
Karen Clemente
Kathleen Green
Kathleen Maxheimer/Alt. SW Coord
Kathryn Belmonte
Kathryn Mcdonald
Keith Krejci
Kenneth Doyle
Mary Herz
Maureen Case
Maureen Robinson
Pamela Michaels/Alt SW Coord.
Patricia Rasso
Paula R. Moore
Renee Curry
Rosemarie Alessi/Alt SW Coord.
Shady Azzam-Gomez
Valeri Lantz Gefroh
Will Giler

There are no critical operations in the Frank Melville, Jr. Memorial Library for which an employee is required to remain in the building during an emergency.

MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No employee has been assigned medical or rescue duties specific to emergency situations at the Frank Melville, Jr. Memorial Library.

II. EMERGENCY PROCEDURES

EMERGENCY NOTIFICATION

Fire/Police/Ambulance

333 (632-3333 from non-Campus phones)

NON-LIFE-THREATENING EMERGENCY NUMBERS:

<u>Department</u>	<u>Phone Number</u>
Environment, Health & Safety	632-6410
University Police	632-3333
Physical Plant-Emergency repairs -West Campus/Library	632-6400

OTHER COMMUNICATIONS

The following media are methods of receiving emergency or important information pertaining to campus-wide situations, external to this facility

- SB Alert is a comprehensive emergency notification system used by the university to alert members of the campus community about major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes or impact facilities, activities or other operations. When activated SB Alert can send a message to all devices listed by the individual. To register for SB Alert you can visit the following:
<http://www.stonybrook.edu/commcms/emergency/alerts.shtml>
- Stony Brook web page. If necessary, the campus emergency coordinator can post emergency information on the SBU home page.
- SB Advisory - for information regarding non-emergency incidents that do not post an imminent safety threat.
<http://www.stonybrook.edu/commcms/emergency/advisories.shtml>
- Phone mail. The campus phone mail system can be utilized to broadcast emergency messages.

- Video monitors streaming with campus information located around the campus buildings.
- E-mail. The campus e-mail system can be used to send emergency e-mail messages to individuals with SBU accounts.
- SB Guardian - for information on the mobile device system often referred to as a "personal blue light phone" in your pocket.
<http://www.stonybrook.edu/commcms/emergency/guardian.html>

Campus Emergency Information Line ————— 642-4335
 (Activated in emergency situations only)

BUILDING FIRE ALARM(S) AND SUPPRESSION SYSTEMS

- The Melville Library facility fire alarm system consists of heat and/or smoke detectors, sprinkler system, manual pull stations, that when activated will sound an evacuation alarm which is a bell. Manual pull stations are located generally at or near exits and are used to manually activate the fire alarm system. The photos that follow are a representative sample of what can be found currently.



This panel is the control center for the Melville Library fire alarm system. The campus fire marshals are the only ones who have access to this panel in order to reset once it has been activated. It is located in a very secure area of the

Simplex Main Fire Alarm Control Panel



This indicator panels allow any building occupant to quickly locate the general location of the alarm origin. One panel is located on the first floor east vestibule off the Staller performance pit near the automatic door. The second the basement in the east hallway outside the bookstore.

Fire Location Indicator Panel



To turn the alarm on: pull down firmly on the white handle. The alarm station will begin to sound and flash a light to warn people to leave the Library

Manual Pull Station



The sonic alarm will sound and the light will flash periodically to notify either the Pull Station has been pulled or the detection system has found a problem. There is also a voice system for related emergencies.



These are two types of smoke detectors found in the Melville Library Building.



Smoke Detector Models



This is a representative example of a heat activated sprinkler head.

Sprinkler Head



This pump room maintains water pressure for standpipes throughout the Melville Library building.

Pump Room for Standpipes



Standpipes are located mostly in the stairwells on every floor. There are also hallway locations scattered in key locations.

Hallway Standpipe hose and extinguishers

When you hear the evacuation alarm, leave the building. Follow evacuation procedures listed below.

EMERGENCY NOTIFICATION PROCEDURES

When you call "911" or "333" from a campus telephone or 631-632-3333 from a cell phone to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, hazardous material, etc.)
 - Are there any injuries?
 - Who are you? (your name)
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

When evacuating your building or work area:

- Stay calm; do not rush.
- Gather your personal belongings if it is safe to do so.
- Close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do **not** use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) move away from the building for safety.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
 - Faculty/Staff are responsible for informing students of proper evacuation routes and a designated assembly area at start of the semester and at time of evacuation.
 - Faculty should be the last to leave the class room/laboratory during an evacuation, making sure all students exit properly and to the designated assembly area.
 - It is the responsibility of faculty/staff to account for his/her students at the designated meeting area and inform emergency responders of anyone missing

See "Evacuation Policy for People with Disabilities" Appendix B.

EVACUATION ROUTES

A building occupant is required by law to evacuate the building when the fire alarm sounds. When evacuating, you would egress out the door closest to you. Since this may not be your primary route into your work area, you may not be familiar with it. It is your responsibility to become familiar with all alternate means of egress throughout your entire work area.

Emergency Information

• Posted evacuation diagrams including routes, fire extinguisher locations, and fire alarm pull stations (work in progress)

Locations

• Base of stairways, elevator landings, vestibules, and public areas.

FIRE PROCEDURES

If there is a fire in your work area or building:

- First, notify the fire department by pulling the pull station and (from a safe distance) Contact University Police (SEE: EMERGENCY NOTIFICATION PROCEDURES PAGE 13)
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (see "General Evacuation Procedures").
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building to your designated EAA and await further instructions.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

PERSON OF CONCERN

If an individual is behaving in a threatening or erratic manner do not engage or try to correct the individual's behavior. Notify University Police by calling "333" from a campus phone or 632-3333 from a cellphone. Stay on the line and give information on individual and their behavior. If you feel threatened try to remain calm and if possible leave the area or secure yourself in an office if possible.

ACTIVE SHOOTER

Since the tragic events at Virginia Tech, Northern Illinois, and other schools and universities, many people have asked what they should do in the event of an "active shooter" incident on campus. These situations are unpredictable. However, there are a few steps that can be taken immediately to protect oneself.

Stony Brook University may activate Shelter-In-Place procedures in the event of an active shooter. The following actions are recommended for protecting yourself in an active shooter situation.

If you are not in your office or dorm go to the nearest room.

Close and lock the door.

Turn off the lights.

Seek protective cover. Stay away from doors and windows.

Keep quiet and act as if no one is in the room.

Do not answer the door

Call 333 from any campus phone or (631) 632-3333 from a cellular phone to contact the University Police Department

if it is safe to do so, providing each dispatcher with the following information:

Your name

Your location (be as specific as possible)

Number of shooters (if known)

Identification or description of shooter

Number of persons who may be involved

Injuries if known

Wait for police to assist you out of the building.

During an active shooter situation The Department of Emergency Management will utilize all necessary means of communications. Individuals are encouraged to monitor the SB Alert website and sign up for SB Alert Emergency Notifications.

To prevent panic and better prepare yourself in the event of an active shooter incident, watch the video below and remember these three words; RUN. HIDE. FIGHT.

<HTTPS://WWW.YOUTUBE.COM/WATCH?V=5VCSWEJU2D0>

BOMB THREAT PROCEDURES

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University Police immediately at 333. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm or cell phone in the area.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - Where did you leave it?

- Did you place the bomb?
- Who is the target?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call University Police and submit your notes from the telephone call or the bomb threat (letter or note) to University Police.
- Follow University Police's instructions.

If you are told by emergency responders to evacuate the building (see "General Evacuation Procedures" above):

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

HAZARDOUS MATERIALS SPILL PROCEDURES

Spill Response Plan: Pre-planning is essential to handling a spill. Workers should consider the following items to prepare themselves and their areas for spill control and cleanup.

- Review Material Safety Data Sheets (MSDSs) or other references for recommended spill cleanup methods and materials, and the need for personal protective equipment (PPE) (ie., respirator, gloves, protective clothing, etc.). Contact EH&S for guidance.
- Acquire sufficient quantities and types of spill control materials to contain any spill that can be reasonably anticipated
- Adequate aisle space must be maintained to allow the unobstructed movement of personnel, fire protection and spill control equipment to any area of the facility with a Hazardous Material/Hazardous Waste operation.

Spill Response Procedure: In the event of a spill, the general procedure listed below should be followed:

- Refer to the MSDS for appropriate PPE and cleanup procedure and proceed with containment and cleanup. If the chemical spill is too hazardous, or beyond your means to clean, evacuate the area. Immediately call "333" or "911" from any campus telephone. On cell phone; 631-632-3333 [See section below on assessing chemical spills]
- Call 333 on campus phone or 631-632-3333 from a cellphone if there is a fire or medical attention is needed.

- Attend to any persons who may have been contaminated. Contaminated clothing must be removed immediately and the skin/eyes flushed with water for no less than fifteen minutes.
- If a volatile, flammable material is spilled, eliminate sources of ignition and ventilate the area.
- After spilled material has been absorbed, use a broom and dustpan to place materials in an appropriate container. Pick up broken glass with tongs, not your hands. Dispose all paper towels, gloves, etc, used to clean spill as hazardous waste. Complete a hazardous waste sticker and place in hazardous waste storage location.
- If you require assistance to clean up the spill:
 - During normal business hours you can call Environment, Health & Safety (EH&S) directly (632-6410).
 - During off-hours, call University Police

Assessing Chemical Spills

In cleaning up chemical spills, consider:

- The size of the spill
- The toxicity or other hazardous properties of the materials
- Clean-up materials available in the lab
- The level of knowledge and training of the person doing the clean-up

In general, if it appears you have the supplies to absorb and bag the spilled material, it is reasonable to clean up small spills of the following:

- Dilute acids and bases
- Most solvents (in a ventilated area)
- Materials whose toxic properties you are familiar with
- Materials for which you have proper protection and clean-up materials

Do not clean up a spill without assistance from EH&S if:

- You feel it is unsafe to do so, or you lack the knowledge to do it safely.
- You don't know what the spilled material is or lack the materials to clean it up safely
- Radioactive materials are involved
- The spill is larger than 1 liter or is spread over a large area
- You feel any physical symptoms of exposure (eye or skin irritation, difficulty in breathing, coughing, dizziness, nausea, etc.)

UTILITY FAILURE/POWER OUTAGE

In the event of a major utility failure, notify Physical Plant-Campus Services at 2-6400 from campus phones or 631-632-6400 from a cellphone.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building

In the case of a power outage in Melville Library the Central Reading Room, Circulation floors, North Reading room and Music Library will be closed to patrons until power is restored. Library Staff on duty should obtain flashlights from available stock and help direct patrons out of the spaces indicated until power is restored.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone to call for assistance. All elevator phones are connected directly to the University Police

FLOODING

If flooding occurs:

- Cease using all electrical equipment.
- Upon discovery of a flood, the following calls should be made:
 - University Police.....333 or 632-3333 from a cellphone
 - Physical Plant
 - Library/West Campus.....2-6400 or 632-6400 from a cellphone**
 - East Campus.....4-2400 or 444-2400 from a cellphone
 - Residential Operations.....2-9585 or 632-9585 from a cellphone
 - Environmental Health and Safety....2-6410 or 632-6410 from a cellphone
 - Infection Control.....4-2239 or 444-2239 from a cellphone (hospital only)
 - Housekeeping.....4-1460 or 444-1460 from a cellphone (hospital only)

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area when evacuating the building for prolonged emergencies.

APPENDIX A: SAFETY WARDENS

The employees who are selected as Safety Wardens provide guidance and instruction to other occupants at the time of an emergency. The Wardens are trained in the layout of the building and the various primary and alternate escape routes from their area. In addition, Safety Wardens are aware of those occupants in their areas who require special assistance during evacuation and of any hazardous areas to be avoided during emergencies. Reference the buildings Emergency Plan for more detailed evacuation guidance.

For more information about Safety Wardens:

http://www.stonybrook.edu/commcms/emergency/SBSafety%20Warden%20Brochure_revised.pdf

SAFETY WARDEN EVACUATION RESPONSIBILITIES

DURING AN EVACUATION	Complete	Comments
Assigned areas have been checked and all personnel and visitors have evacuated the building using the appropriate evacuation route. (Remember to check classrooms, copy rooms, libraries, testing rooms, elevator lobbies and other areas of assembly in your assigned area).		

Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them to remain at the Assembly Areas.		
Conduct a quick search as you go. Make sure hazardous equipment is shut off and no one is left behind.		
Doors in assigned areas are shut to reduce the spread of fire and smoke.		
<i>If there is smoke in the building</i> , stay low, cover your mouth with a damp cloth or handkerchief. Visualize where the exits are, hug the wall to guide you so you do not become confused.		
<i>If there is no smoke</i> , people may not want to evacuate. Firmly insist they leave the building. Students and visitors not familiar with this plan must be informed of the requirements to evacuate.		
Do not allow the stairway doors and other exit doors to be blocked/wedged open during the evacuation, which can make them dangerous and unusable.		
Assure faculty is taking charge of, and evacuating their students		
If you have assistants, station one in front of elevators and make sure no one uses it.		
Any person who requires special assistance to evacuate is moved to a safe area of refuge and their status is reported immediately to the Emergency Coordinator or the Fire Department.		
Report any occupants who are trapped or otherwise unable to evacuate to the Emergency Coordinator or the Fire Department.		
A head count of employees is taken at the assigned Designated Meeting Site and employees are kept in this area until direction is provided by emergency responders		
The head count (including a list of employees who are unaccounted for) and any other pertinent information, including the fire location, is relayed to the Emergency Coordinator and/or emergency responders		

Faculty Responsibility Cross Reference:

- Faculty/Staff are responsible for informing students of proper evacuation routes and a designated assembly area at start of the semester and at time of evacuation.
- Faculty should be the last to leave the class room/laboratory during an evacuation, making sure all students exit properly and to the designated assembly area.
- It is the responsibility of faculty/staff to account for his/her students at the designated meeting area and inform emergency responders of anyone missing

Employees Responsibility Cross Reference:

- Individual employees ensure that visitors in their area evacuate with them
- Turns off lights and closes doors in their areas
- Evacuate themselves and do not return until authorized by emergency response forces

People with Disabilities Cross Reference:

- Disabled individuals must make floor wardens aware of their location and the fact that they will require assistance in the event of an emergency

APPENDIX B: EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

This appendix provides a general guideline of evacuation procedures for persons with disabilities. The procedures and evacuation methods employed, should be preplanned well before the event.

PREPLANNING

- If in a multiple story facility, locate all stairwells that could be used as an area of refuge. It must have an area in the stairwell for the disabled person that is out of the egress path of other evacuees.
- Make sure the floor Safety wardens are aware of disabled persons presence and what type of assistance they will need.
- Seek evacuation assistants who are willing to lend a hand in case of an emergency.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or be recalled to the ground floor.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

EVAUATION OPTIONS:

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options, depending on their type of disability.

- **Horizontal** evacuation: using building exits to the outside ground level, or crossing bridges into adjacent buildings
- **Vertical** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remain in a room with an exterior window, telephone, and solid core or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 333 and reporting his or her location directly.
- **Area of Refuge:** similar to stay in place. Unless there is imminent danger, a person can wait in a fire rated stairwell, out of the way of others egressing, or move to unaffected areas of the same floor, if the building is sprinkler protected and there is a fire rated assembly. Another individual will have to relay to emergency responders, these peoples position, once outside.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

- Since the emergency evacuation route is likely different from the commonly traveled rout, persons who are visually impaired may need assistance in evacuating.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - most enclosed stairwells
 - an office with the door shut which is a good distance from the hazard
- If you do not know the areas of refuge in your building, call the Fire Safety Office at 632-9678 for assistance.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.